Open Type Categories

Feature name	Comments	Examples	
All Caps	Changes text to uppercase letters. Also changes punctuation and spacing. Notice how the question mark and hyphens are raised in the OpenType all caps formatting.	Manually typed all caps	¿MAMMA-MEXICO?
		OpenType all caps	¿MAMMA-MEXICO?
Small Caps	Changes lowercase text to small capital letters. More appropriate weight for the letters compared to the fake small caps created electronically.	Electronic small caps	SMSOLUTIONS
		OpenType small caps	SMSOLUTIONS
All Small Caps	Changes all text, including uppercase characters, to small capital letters. Use for acronyms such as FBI, CIA, and PDF. The advantage to this setting is that you do not have to retype uppercase characters to make the conversion.	Without small caps	The FBI and CIA opened the IRS PDF.
		With small caps	The FBI and CIA opened the IRS PDF.
Ligatures	Applies the special letter combinations such as fi and fl. Other ligatures, such as ffi, ffl, and ff may be present in most Adobe Pro OpenType fonts.	No ligatures	difficult flush fish
		With ligatures	difficult flush fish
Discretionary Ligatures	Applies both discretionary ligatures and historical ligatures. These ligatures should be used sparingly as they are not common in contemporary text.	No discretionary ligatures	reaction burst
		With discretionary ligatures	reaction burst
Fractions	Converts numbers around a slash into numerator and denominator characters and changes the slash to a virgule. Settings for Numerator and Denominator also use the fraction glyphs.	Manually styled	$3^1/_2$ $4^3/_4$
		OpenType formatted	3½ 4¾
Ordinals	Converts the characters to the superscript position. Like fractions, the OpenType version is faster to apply and has a better weight than electronic styling.	Manually styled	1st 2nd 3rd 4th
		OpenType formatted	1st 2nd 3rd 4th
Swash	Substitutes a stylized alternative for the ordinary glyphs. Swashes are usually found in the italic version of a font. They are contextual and are inserted at the beginning or end of a word.	Without swash	*Quick Awesome*
		With swash	*Quick Awesome*
Stylistic Sets	Substitutes sets of characters that are applied depending on their context in relationship to other letters. Visible in the Glyphs palette.	Without stylistic set	*Huddled*
		With stylistic set	*Huddled*

Feature name	Comments	Examples	
Contextual Alternatives	Substitutes specially designed characters that are applied depending on their context in relationship to other letters.	Without contextual alternatives	*bogged who fish stall lodge*
		With contextual alternatives	*bogged who fish stall look lodge*
Stylistic Alternatives	Created by the type designer, these alternatives are inserted as alternate choices to the selected glyphs.	Original character	&
		Stylistic alternative	&
Superscript/ Superior	Substitutes proper superscript or superior characters for ordinary glyphs. Limited to numbers, punctuation, and a selected set of letters.	Manually styled	x^2 $\$4.00$ 2^e
		OpenType formatted	x^2 $\$4.00$ 2^e
Subscript/Inferior	Like superscript, this substitutes proper subscript characters for ordinary glyphs. Limited to just numbers and punctuation, not letters.	Manually styled	H_2O
		OpenType formatted	H_2O
Slashed Zero	Substitute a slashed zero for the normal character. Used in scientific and mathematical writing.	No slashed zero	$x-0=y$
		Slashed zero	$x-\emptyset=y$
Figure (number) types	There are four categories of figure types. *Tabular figures* have fixed widths and are used particularly where the numbers need to line up under each other. *Proportional figures* have variable widths. Use these unless it is necessary to line figures up into columns of tabular data. *Lining figures* have a uniform height. Use them with all cap text or for a contemporary look. *Oldstyle figures* have unequal heights. Use them with mixed-case text or when a more traditional look is desired. *Default figure* is the category that the type designer has designated as the default. This is usually tabular lining.	These are the four types of figures:	
		Tabular lining	12: 09/11/2001 34: 07/22/2008
		Tabular oldstyle	12: 09/11/2001 34: 07/22/2008
		Proportional lining	12: 09/11/2001 34: 07/22/2008
		Proportional oldstyle	12: 09/11/2001 34: 07/22/2008